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MONTREAT COLLEGE

STUDENT HANDBOOK 2010-1011

Published by
The Office of Student Services
Montreat College
Montreat, North Carolina 28757

July 2010

Montreat College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate's degree, the Bachelor's degree, and the Master's degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Montreat College.

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FALL 2010 Semester

Fall semester payment or payment plan due.....August 10,Tues.
Last day to apply for fall admission.....August 13, Fri.
Student Services Workshop.....August 12-13, Thurs.-Fri.
Student Leadership Workshop.....August 15-20, Sun.-Fri.
Faculty Workshop.....August 18-19, Wed.-Thurs.
New Student Check-In, 8:00-11:00 AM (required).....August 20, Fri.
News students move into residence halls.....August 20, Fri.
New Student Orientation.....August 20-23, Fri.-Mon.
New Student Late Arrivals ($100 penalty) 1:00 PM.....August 23, Mon.
Continuing Student Check-In, 1:00-3:30 PM (required).....August 23, Mon.
Continuing Student Late Arrivals ($100 penalty).....August 23, Mon.
Classes begin at 8:00 AM.....August 24, Tues.
Opening convocation at 11:00 AM.....August 24, Tues.
Computer Competency Exam (CS 102E) at 3:00 PM.....August 30, Mon.
Last day to add a course.....August 31, Tues.
Drop a course with grade of "W" begins.....September 1, Wed.
Constitution Day Convocation.....September 14, Tues.
S.A.L.T.....September 17-19, Fri.-Sun.
Community Day.....September 21, Tues.
Last day to apply for December graduation.....October 1, Fri.
Homecoming.....October 1-2, Fri.-Sat.
Midterm/Fall break begins after last class.....October 6, Wed.
(Residence halls close at 5:00 PM)
Residence halls reopen 7:00 PM.....October 10, Sun.
Classes resume 8:00 AM.....October 11, Mon.
Board of Trustees Meeting.....October 14-15, Thurs.-Fri.
Drop a course with grade of "WF" begins.....October 29, Fri.
Advisement Week.....November 1-5, Mon-Fri.
Seniors reserve Spring 2011 classes.....November 8-12, Mon.-Fri.
Board of Visitors Meeting.....November 12-13, Fri.-Sat.
Continuing Students reserve Spring 2011 classes....November 15-19, Mon.-Fri.
Continuing Student late reservations ($50 penalty).....November 22, Mon.
Thanksgiving break begins after last class.....November 23, Tues.
(residence halls close at 5:00 PM)
Residence halls reopen at 7:00 PM.....November 29, Mon.
Classes resume at 8:00 AM (Monday schedule).....November 30, Tues.
Last day of class.....December 10, Fri.
Final exams begin at 8:00 AM.....December 13-16, Mon.-Thurs.
Christmas vacation begins after last class.....December 16, Thurs.
(residence halls close at 5:00 PM)
Commencement at 2:00 PM.....December 18, Sat.
Last day to apply for Spring admission.....December 31, Fri.
Fall grades of Incomplete (I) convert to Failing (F).....January 28, Fri.

SPRING 2011 Semester

Spring semester payment or payment plan due.....January 3, Mon.
Arrival of New Students.....January 9, Sun.
New Student Check-In 2:00-4:00 PM (required).....January 9, Sun.
New Student Orientation.....January 9-11, Sun.-Tues.
Continuing Student Check-in 1:00-3:30 pm (required).....January 11, Tues.
New Student Late Arrivals Check-in begins.....January 11, Tues.
($100 late penalty)
Contin. Student Check-In 1:00-3:30 PM (required).....January 11 Tues.
Contin. Student Late Arrivals Check-In begins.....January 12, Wed.
($100 late penalty)
Classes begin at 8:00 AM.....January 12, Wed.
Opening convocation at 11:00 AM.....January 13, Thurs.
Computer Competency Exam (CS 102E) 3:00 PM.....January 14, Fri.
Martin Luther King Day.....January 17, Mon.
Last day to add a course.....January 19, Wed.
Drop a course with a grade of "W" begins.....January 20, Thurs.
Last day to apply for May graduation.....March 1, Tues.
Midterm.....March 2, Wed.
Spring break begins after last class.....March 11, Fri.
(residence halls close at 5:00 PM)
Residence halls reopen at 7:00 PM.....March 20, Sun.
Classes resume at 8:00 AM.....March 21, Mon.
Drop a course with a grade of "WF" begins.....March 28, Mon.
Advisement.....Mar.21-25, Mon.-Fri.
Seniors reserve fall & summer 2011 classes.....March 28-31, Mon.-Thurs.
Continuing Students reserve fall & summer 2011 classes....April 4-8, Mon.-Fri.
Current students may reserve current room fall 2011.....April 4-8, Mon.-Fri.
Current student room draw (room selection at 9 pm).....April 8, Fri.
Honors Convocation.....April 12, Tues.
Board of Trustees Meeting.....April 14-15, Thurs.-Fri.
Easter Break begins after last class (dorms close at 5 pm).....April 21, Thurs.
Residence halls reopen at 7 pm.....April 25, Mon.
Classes resume at 8 am (Monday schedule).....April 26, Tues.
Last Day of Class.....May 6, Fri.
Payment for summer classes due.....May 6, Fri.
Final exams begin at 8 am.....May 9-12, Mon.-Thurs.
Spring Commencement at 2 pm.....May 14, Sat.
Faculty in-service.....May 16, Mon.
Last Day to Apply for August Graduation.....June 1, Wed.
Spring grades of Incomplete (I) convert to Failing (F).....June 24, Fri.

CAMPUS INFORMATION

GENERAL HOURS OF OPERATION

GENERAL COLLEGE OFFICE HOURS Monday-Friday 8:00 AM – 4:30 PM

HOWERTON DINING HALL

Monday – Friday:		
	Breakfast	7:30 AM – 9:00 AM
	Light Breakfast	9:00 AM-11:00 AM
	Lunch	11:15 AM – 1:15 PM
	Light Lunch (no late lunch on Friday)	1:15 PM – 4:45 PM
	Dinner	5:30 PM – 7:00 PM
Saturday-Sunday		
	Continental Breakfast	9:00 AM – 10:00 AM
	Saturday Lunch	12:00 PM – 1:00 PM
	Sunday Lunch	12:00 PM – 1:15 PM
	Dinner	5:30 PM – 7:00 PM

CAVALIER GRILL

Monday-Friday		
	Lunch	11:00 AM - 3:00 PM (equivalency)
	Dinner	6:30 PM – 8:00 PM (equivalency)
	Late Night	8:00 PM – 10:00 PM
Saturday		Closed
Sunday		
	Dinner	6:30 PM – 8:00 PM (equivalency)
	Late Night	8:00 PM – 10:00 PM

L. NELSON BELL LIBRARY

Monday-Thursday	8:00 AM – 11:00 PM
Friday	8:00 AM – 5:00 PM
Saturday	1:00 PM – 5:00 PM
Sunday	2:00 PM – 11:00 PM

COLLEGE BOOKSTORE AND DOCUMENT CENTER

7:30 AM – 4:00 PM Monday – Friday

MEDICAL INFORMATION

STUDENT HEALTH SERVICES

Monday-Friday 1:00 PM – 8:00 PM

Emergency	Phone
Fire/Rescue/Ambulance	***9-669-8075 or 911***
Campus Police	**9-713-2520**
Campus Nurse (8am – 3pm, M-F)	**Ext. 3536 or** **Cell Phone 713-4739**

HOSPITAL

Mission Hospitals	**Phone: 828-213-1111**
Directions to Mission Emergency Room	1-40W to exit 50A (Biltmore Ave) Hospital is on the right about 1-1/2 mi.

URGENT CARE CENTERS **(www.urgentcares.org)**

South Asheville	Phone: 818-274-1462
Hours	M-F: 8am –7:30pm Sat.-Sun.-11am – 5 pm
Directions	On 25 S in K-Mart Plaza at 1812 Hendersonville Road

PHARMACIES

Name	Phone	Address
CVS	669-2992	US 70 412 W. State St
Rite Aid	669-2216	Hwy 9 S, Ingles Plaza
Medicap	669-9970	1319 US 70

STUDENT SERVICES STAFF

Charles Lance
Vice President for Student Services and Dean of Students

Daniel Bennett
Howerton Hall Residence Director and
Assistant Dean for Student Life

Sandra Owen
Administrative Assistant

Jim Dahlin
Davis Hall Residence Director and
Director of Student Activities and Leadership

Jane Carter
Director of Counseling

Julie Engelsman
McGregor Hall Residence Director
And Director of Service

Linda Thompson
Director of Health Services

Michelle Weeks
Anderson Hall Residence Director and
Assistant Dean for Residence Life

STUDENT SERVICES

INTRODUCTION

The Student Handbook highlights the services, support programs, and policies designed to assist you in getting the most from your college experience. Student development professionals who are committed to student growth - physically, emotionally, socially, intellectually and spiritually staff the Office of Student Services.

As an educational community seeking to be Christ-centered, policies are designed to create an environment of love and concern for others. Rules are established to foster an atmosphere of other-centeredness conducive to study and academic achievement. The Office of Student Services seeks to enforce college policies with patience and firmness directed toward redemption and restoration.

Students fully participate in institutional decision-making and policy development through membership on faculty and Board of Trustees committees and direct access to the President's Cabinet by the STUDENT GOVERNMENT. You are strongly encouraged to consider how you can be part of this effective organization. Your contribution is needed and the lessons learned from involvement in student government are invaluable.

STUDENT SERVICES

The Belk Campus Center

The Belk Campus Center is oriented to students' needs - social, academic, and spiritual. Major components of the building that are directly related to extracurricular activities include the lower lobby with seating, TV, ping pong table, pool table, and foosball, student lounge with computers and vending available, the Cavalier Café and the Campus Store. The Belk Campus Center also contains an art studio, classrooms, and faculty offices.

The Montreat Campus Store

The Campus Store is located on the first floor of the Belk Campus Center. Textbooks, supplies, insignia and personal items are available for purchase at reasonable prices. Other auxiliary services are readily available through the store. Hours are posted.

Student Mailboxes/Document Center

Student mailboxes are located in the lower lobby area of the Belk Campus Center. Packages and registered mail will be handled in the Document Center on the first floor.

Bulletin Boards

Students are encouraged to notice announcements on the bulletin boards in Howerton Dining Hall, Belk Campus Center, and the residence halls. Approval to display notices in the Belk Campus Center and Gaither Hall must be obtained from Student Services. Permission to post notices on the bulletin boards in the residence halls must be approved by the residence director.

Check Cashing Service

Check cashing privileges are available in the Montreat College Bookstore when you write a check for a higher amount when purchasing merchandise, etc. ($25 limit). The student's address, box number and telephone number must appear on all checks. Students will receive a $25 penalty and a letter requesting settlement within three business days for checks returned due to insufficient funds. If the account is not settled within three business days, a hold will be placed on the student's records until both the check and the penalty have been paid. Students who have two or more returned checks will be restricted from using checks on campus without specific permission from the Vice President of Finance and Administration.

The College Chaplain

The college Chaplain has the meaningful challenge of involving students in the spiritual life of the campus. The Chaplain advises the Student Ministry Council, coordinates the weekly chapel program and is also available for individual time with students. The Chaplain's Office is located on the main level of the Chapel of the Prodigal.

Chapel and Convocation

The weekly chapel services at the college are intended to be a focus of worship for the whole community. They also serve to bring to the college distinguished speakers and groups who address the significance of Christian faith and activity in the world today. Convocation, a time

for college community activities, is used for cultural and educational purposes intended to broaden the horizons and enrich the experience of the student body.

All full-time students that have completed fewer than 90 academic credit hours are required to attend a specified number of chapels, convocations, and special gatherings. No student may graduate without meeting the Chapel/Convocation attendance requirement. Specific requirements are distributed at the beginning of each semester. Completion of the Chapel/Convocation attendance requirement is necessary for academic recognition such as the Dean's List and the Distinguished Scholars List.

All requests for exemption from the Chapel/Convocation requirement must be made in writing to the Assistant Dean for Student Life prior to registration or no later than one week following the beginning of classes each semester. Those enrolled in a student teaching course are automatically exempt from the Chapel/Convocation requirement that semester.

THE WELLNESS CENTER - Student Health Services

Student Health Services is located in the Wellness Center in the lower level of the Bell Library at extension 3536, and is open for services Monday through Friday from 1:00 – 8:00 PM for walk-in appointments. The emergency cell phone number is 713-4739. Students should come to Student Health Services when ill or injured in order to have services covered by UNITED HEALTH CARE. Emergency medical service is available in the evenings through the residence hall staff.

Student Health Services encourages and educates students to practice good health habits and adopt positive lifestyles that will help optimize health. Students are also encouraged to be actively involved in making positive health choices.

Student Health Services will not issue written excuses for classes missed due to illness or injury. Students should understand the absence policies set by their professors and should be responsible to their professors for missed classes. Student Health Services will notify the Office of Student Services concerning students who have prolonged illnesses or who require hospitalization.

All doctor appointments should be made through Student Health Services. As needed, Student Health Services will refer students to specialists off campus. Although free health care is provided on campus, there are charges for off-campus visits to medical facilities and for prescription medications.

The web page address for Student Health Services is http://www.montreat.edu/student_health/. Links to United Health Care are on the web site.

THE WELLNESS CENTER – Counseling Services

Students may have times of struggle during their college career and need support along the way. The Counseling Center assists students with a range of issues including anxiety, depression, relationship skills, and a variety of other topics. Services include individual, couples and group counseling; referral to local resources; consultation; educational outreach; crisis intervention; substance abuse screening. Services are free and confidential.

The Counseling Center is located in the Health Center below Bell Library. Office hours are Monday through Friday, 9:00 AM – 5:00 PM (hours may vary on occasion).

You may make an appointment by stopping by the Counseling Center during office hours, calling the center at ext. 3538, or emailing Jane Carter, LPC at jcarter@montreat.edu.

Drug and Alcohol Abuse Prevention Program

Montreat College encourages any student with a substance abuse and/or dependency problem to contact the college nurse and/or the college counselor for assistance and/or referrals to appropriate resources. The college provides education and prevention programs concerning the use and abuse of drugs and alcohol. Confidentiality will be maintained.

Work and Vocation

Work and Vocation is located in McLeod 203. This office coordinates the student work program and provides vocation and career service, including resume and cover letter development, interview preparation, job and graduate school search planning and coaching. Resources include an online listing of available positions, and guides to professional career opportunities. Current information and advising are

available regarding graduate schools, professional opportunities, career choices in specific majors, and other career related issues. Career related events are held each year including the Summer Outdoor Job Fair. Additional information on student work policies is available by contacting the Office of Work and Vocation.

The Library

The L. Nelson Bell Library provides students with more than half a million volumes locally and through the Appalachian College Association's shared online catalog. The library's collection offers access to information in all formats. Resources include books and periodicals (print and electronic), numerous online databases, videos, compact disks, DVD's and other non-print formats. Reference assistance and interlibrary loan services are available to all students as well as instruction in database searching. Available within the facility are computers with Internet connectivity and ample study and research areas for individual and group work. Library open hours are posted. The Hamilton Gallery is located in the library and provides spaces for traveling and local exhibitions and student art shows.

The Writing Center

The mission of the Writing Center is to serve the Montreat College community by assisting students to become better writers, critical thinkers and communicators by providing face-to-face, telephone, and electronic consultation, tutorials, reference materials and links to Web writing resources (see www.montreat.edu/writing). The Writing Center is located on the second floor of the L. Nelson Bell Library inside the computer lab. Reference materials (handbooks, style manuals, dictionaries, etc.) are available for use within the computer lab area during regular library hours. Writing consultants are available at specified hours during the academic year (hours are posted each semester).

Campus Police Department

The college's Director of Campus Police oversees officers who patrol the campus and can be reached at **713-2520**. The Campus Police Department is responsible for the security of college facilities and safety of the students and staff, as well as helping to maintain a community of faith and Christian support. Montreat College Campus Police officers are commissioned under North Carolina General Statute and have full range of police authorities granted any municipal law

enforcement officer on property owned by and/or under the control of Montreat College, including adjacent streets and roadways.

All college buildings and residence halls are checked continually by the Campus Police to insure security and to see that they are locked each evening. The residence hall lobbies are locked 24 hours and are constantly checked by the Campus Police and residence hall staff. The lower lobby of the Belk Campus Center is checked regularly throughout the night. An easily accessible emergency phone is available in front of the L. Nelson Bell Library at the corner of Appalachian Way and Missouri Road.

The Office of Student Services provides educational programs and materials that encourage students to be responsible for their own security and the security of others. Information is provided to students through the Student Handbook, written materials and small group workshops related to the following: crime prevention, self defense, sex offense awareness and sex offense sanctions.

In conjunction with the Montreat College Campus Police, the Town of Montreat and the Buncombe County Sheriff's Department provide police protection for the community. Through the 911 emergency phone number and 669-8072, fire, rescue, and other local police agency assistance is available in minutes.

COMMUNITY STANDARDS

COMMUNITY STANDARDS

Standards of Conduct

The trustees, administration, staff, faculty and students seek to be motivated by Christ's love and desire to reflect that love for each other; therefore, we are called upon to practice consideration, fair play and concern in our daily interaction with each other as an expression of our commitment to be a community under the Lordship of Jesus Christ. Love and consideration demand the deliberate consciousness of other people's feelings and efforts to neither hurt nor offend others.

1 Corinthians 10:24
Nobody should seek his own good, but the good of others.

1Peter 3:8-10
Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing.

Such high aspirations require frequent reviews of what Christian standards are in social as well as academic areas. They can be reached only when each person in the Montreat College community makes an honest effort to incorporate them into the pattern of daily living.

Psalm 133:1
Behold, how good and how pleasant it is for brethren to dwell together in unity!

An obligation to patience and the effort toward redemption is inherent in a Christian community. At the same time, the college reserves the authority to administratively withdraw those students who do not accept the delineation of Christian standards and who are unable to learn to live happily within the framework of its ideals or are disruptive to the educational process. The college also reserves the right to provide information to dependent students' parents or guardians. This information will be limited to issues related to student health, safety and disciplinary or academic decisions that would jeopardize the student's ability to remain enrolled. The college reserves the right to enact an interim suspension prior to any disciplinary action when a student presents a direct threat to themselves or others. The Assistant Dean for Student Life will determine the specifics of an interim

suspension and will ensure that the due process procedures continue as described in the Student Handbook in a timely fashion.

Honor System

Life at Montreat College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Ephesians 4:1-3
I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace.

Each student and faculty member has a responsibility for him/herself and for every other member of the college community. The failure of one person to live honorably is, in part, the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college community.

2 Corinthians 13:7
Now I pray to God that you do no evil, not that we should appear approved, but that you should do what is honorable.

Honor Code

Under the honor code you, the student, are on your honor not to lie, cheat, steal or plagiarize. If you do, you are on your honor to report yourself within twenty-four hours to an employee of the college. If you see another student lying, cheating, stealing, or plagiarizing, you are on your honor to ask him/her to report him/herself to a college employee.

The honor code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with the honor code. Second, you are also responsible as far as is possible to see that your fellow students do likewise. This system places considerable responsibility for self-government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

General Behavior

At Montreat College, the individual is given as much freedom in the exercise of his/her rights and responsibilities as is consistent with the well-being of the entire college community. However, the college reserves the right to discipline any student who refuses to comply with reasonable requests by staff and faculty, who violates college regulations, or who violates state or federal laws or local ordinances, whether on or off campus.

If it comes to the atttention of the Assistant Dean for Student Life that content or images posted online or transmitted electronically provide information that a student may be a threat to themselves or others or may have been involved in a violation of the law or college policy, this information will be investigated and appropriate actions taken.

Student Government is authorized by the college to handle disciplinary action through its judicial branch. The Assistant Dean for Student Life is responsible for administrative disciplinary action in cases where the student court refers a case, the accused student requests administrative action, when the student court is not functioning, or when the victim of a sex offense case requests administrative action. Student members of Student Government judicial courts are designated college officials when serving in that capacity.

Jurisdiction-Administrative/Judicial Council
Sanction-Official Warning to Dismissal

Policy for Handling Disruptive Behavior in the Library

In support of the institutional purpose and educational programs of Montreat College, the L. Nelson Bell Library will maintain an atmosphere conducive to study, research and instruction. To ensure that such an atmosphere is maintained, the library staff will enforce this policy for handling disruptive behavior.

Jurisdiction-Administrative
Sanction-1st Offense-Warning
2nd Offense-Removal from library
3rd Offense-Exclusion from Library and Disciplinary Probation

Sexual Harassment Policy

Montreat College recognizes the dignity and worth of all humanity as God's creation in His own image and therefore seeks to maintain a

community free of sexual harassment. Sexual harassment is also a violation of the law and grounds for disciplinary action up to and including discharge or suspension. Further, the college does not condone solicitation or threats to bring false accusation of sexual harassment. This policy shall apply with equal force to all students, staff and faculty.

Sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress or completion of a school-related activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or in the case of a student, used as the basis for academic decision including, but not limited to the individual's academic evaluation, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or student's academic performance, or creating an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display of sexually suggestive objects or pictures.

If a student feels he or she has been sexually harassed, the matter should be brought to the Assistant Dean for Student Life. At this time, the student will be advised and assisted in how to attempt to resolve the matter. If that course fails or if the allegation is against the dean, the complaint should be put in writing and presented to the Student Grievance Committee.

Jurisdiction-Judicial Council/Assistant Dean for Student Life
Sanction-Official Warning to Dismissal

Sex Offenses

Love and consideration demand the deliberate consciousness of other people and efforts to neither hurt nor offend others. Forcible and/or non-forcible sex offenses are contrary to God's teachings, are unlawful and are violent crimes subject to criminal prosecution. Non-forcible sex offenses include rape, acquaintance rape and any sex act wherein

the victim is incapable of giving consent. Forcible sex offenses include rape, acquaintance rape and any sex act wherein the victim reacts with resistance. Such resistance may consist of saying "No," arguing, fighting, pleading, screaming, crying or other behavior that indicates the respondent is saying "No!"

Sex offenses will not be tolerated at Montreat College. An alleged act of sexual aggression or sexual exploitation will be taken seriously, investigated thoroughly by the college and the victim will be encouraged to report the offense to the local authorities. The college will give the victim the option of having the case heard through the Administrative Disciplinary process as detailed in this Student Handbook. If found responsible, the perpetrator will face disciplinary action ranging from probation to expulsion, depending on the seriousness of the specific offense.

Jurisdiction- Administrative
Sanction-Probation and counseling to dismissal and referral to police.

Should an attack occur, report immediately to a residence director or other college official who will communicate with the proper authorities? Do not bathe or change clothes; evidence of the attack must be documented. If you feel you have been the victim of a sex offense, call the Campus Police at 713-2520, Health Services at extension 3536, Counseling Center at extension 3538, Student Services at extension 3631, or any other staff, and say you want to privately make a sexual assault complaint. Students may also contact Our Voice (local rape crisis center) for assistance at: (828) 255-7576 or (828) 252-0562. You may call any time of day or night. Local police have procedures for blind reporting of sexual assault cases (reporting without giving your identifying information). We will assist you with this process if you choose to pursue it.

On-and-off campus counseling and health services will be made available to any sex offense victims. Changes in campus living accommodations may be provided as necessary. Education programs to promote awareness of rape, acquaintance rape and other sex offenses will be planned and conducted by the Health Center and Counseling staff.

Sexual Assault Response Guarantee

Montreat College Student Services and the Campus Police have adopted the following:

Sexual assaults, including date/acquaintance rape, are a very serious concern of the college. If you feel you are the victim of a sexual assault on campus, we guarantee you the following:

1. We will meet with you privately, at a place of your choice in this area, to take a complaint report.
2. We will not release your name to the public or to the press.
3. Our staff or officers will not prejudge you, and you will not be blamed for what occurred.
4. We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
5. If you feel more comfortable talking with a female or male, we will accommodate your request.
6. We will assist you in arranging for any hospital treatment or other medical needs.
7. We will assist you in privately contacting counseling, safety, advising and other available resources.
8. We will fully investigate your case, and will help you determine how the case is directed in order to achieve the best outcome. This will involve encouraging you to make an official police report seeking the arrest and full prosecution of the suspect responsible.
9. You will be kept up-to-date on the progress of the investigation and/or prosecution.
10. During college disciplinary proceedings, you will not be required to be in the same room as the accused at the same time.
11. We will continue to be available for you, to answer your questions, to explain the systems and processes involved and to be a listening ear if you wish.

The Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. It states that the institution will not disclose personally identifiable information from educational records without the written consent of the student. The law allows exceptions and records may be released to:

- Montreat College officials with a legitimate educational interest.
- Federal, state, or local educational authorities, in compliance with legal requirements or for legitimate educational research, provided that the confidentiality of the records is maintained

and that written authorization is provided by the campus office or agency needing this information; a picture ID is required.

- Appropriate persons as designated in the release of Directory Information.
- Persons or organizations providing financial aid to the student, or determining financial aid decisions related to eligibility, amount, condition, and enforcement of the terms of aid.
- The parents of dependent students.
- Comply with a lawfully issued subpoena, in which case the College will make a reasonable effort to notify the student of the intent to release the requested information.
- The appropriate persons in the event of a health or safety emergency.
- The Attorney General only to investigate or enforce legal requirements applicable to federally supported education programs.
- Disclose the outcome of disciplinary proceeding against a student in specified circumstances.
- Parents and legal guardians of students under age 21, without regard to whether the student is a dependent, if the student has broken laws or violated polices relating to the use or possession of alcohol or a controlled substance.

Students must provide written authorization for grades or transcripts to be mailed or released to any third party. Transcripts will not be released if the student is financially indebted to the College.

Directory Information

We share publicly only that information that is generally considered non-harmful and allows the College to include information about the student in programs and news releases of campus activities, in recognition of honors, the graduation program, the college catalogue, the College web-site, and other publications. Directory information includes: student's name, local and permanent address, Montreat College email address, telephone number, date and place of birth, sex, marital status, major field of study, dates of attendance, enrollment status, degrees, honors and awards, participation in officially recognized activities and sports, physical factors, photographs, and the most recent previous educational agency or institution attended.

FERPA provides that any student may, upon written request, restrict the printing of directory information relating to him or herself. Any

student who desires to have directory information withheld should notify the Registrar's Office with a written and signed statement.

FERPA grants students the right to inspect and challenge information in their files. Requests for access to academic records must be made in writing to the registrar and requests for access to other personal records must be made in writing to the Assistant Dean for Student Life. The college has 45 days to comply with each request. Following access, the student or parent may request a hearing to challenge the contents of a record. The Registrar or the Assistant Dean for Student Life will arrange the time and place and notify the student or parent.

Non-Discrimination / Equal Opportunity / ADA / Rehabilitation Act Compliance Policies

In compliance with Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, disability, military service, color, religion, sex, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs.

Disability Services

Montreat College will provide reasonable accommodations to known disabilities whether visual, hearing, mobility, medical, learning, or other of otherwise qualified applicants and students.

Eligible students should follow these steps:

- Identify him/herself to the Director of Student Success (Belk Campus Center room 218, ext. 3638).
- Submit to the director current documentation (not older than three years) of his/her disability.
- Be willing to participate in additional evaluations to confirm the disability, if requested.
- Provide clear recommendations for accommodations from a professional care provider.
- Request in writing the specific accommodations needed to enable his/her academic success.

The Director of Student Success, in conjunction with appropriate college personnel, will assess a student's documentation, determine the reasonableness of the requested accommodations and develop a plan for academic accessibility. The director serves as a liaison between students and faculty/staff working individually with students to develop and implement a plan for academic accessibility. As part of such a plan, students may be directed to the Counseling Center, Health Services, the Career Development Office, the Writing Center and/or departmental tutoring.

Involuntary/Administrative Withdrawal for Students with Medical, Mental/Psychological Conditions or Disabilities

If it becomes evident (through observed behavior or by report(s) from faculty, staff or students) that a withdrawal from the college may be in the best interest of a student and the college community and the student (and/or his or her family) does not agree, then the following proceedures will be engaged:

1. The Assistant Dean for Student Life will review all available information obtained from incident reports, conversations with students, faculty and staff, and expert opinions of appropriate medical/mental health professionals.
2. The Assistant Dean for Student Life will engage in a determination on an individualized, case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration and severity of the risk and likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the college community.
3. The Assistant Dean for Student Life will meet with the student (if possible), giving notice to the student of the meeting and providing an opportunity for the student to provide information to the contrary and/or to make suggestions for reasonable accommodation short of involuntary withdrawal from the college.
    - If, after the conversation noted above, the student chooses to withdraw voluntarily, a withdrawal form will be processed, indicating that the withdrawal is voluntary and of a medical nature and setting appropriate conditions for the student's return.
    - If, after the conversation noted above, the student maintains that she or he would like to remain enrolled, the Assistant Dean for Student Life will consult with the appropriate medical professionals regarding the information presented by the student. Failure by the

student to give consent to share information so that medical/clinical professionals may be consulted will result in the involuntary withdrawal from the college, as the college will have insufficient evidence to render an individualized determination. The Dean will also consult with other college officials as appropriate.

4. The Assistant Dean for Student Life will render a decision and present that decision to the student in writing. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. The college will require, as a condition for return, a signed release by the student for the Assistant Dean for Student Life and appropriate college officials to discuss the student's readiness to return to college and assistance in developing reasonable accommodation(s), to mitigate any direct threat to self or others.
5. Should the student choose to appeal the Assistant Dean's decision, she/he will follow the procedure outlined in the Administrative Disciplinary Procedure/Student Rights section of the Student Handbook.

Any time a student is hospitalized for psychiatric reasons, the above process will be used to determine whether it is in the best interest of the student to return to campus as a residential student, to attend classes, or if a withdrawal is the proper course of action. A treatment plan must be in place for the student before the student may return to campus as a residential student or to attend classes. Failure to comply with the treatment plan or the Wellness Center staff may result in an involuntary withdrawal from the college.

AIDS / STD (Sexually Transmitted Disease) Policy

Because of the rapid spread of the AIDS virus, Montreat College may be faced with students and/or employees who contract AIDS, AIDS related diseases and Hepatitis B. To ensure that proper procedures are taken to protect all individuals in the campus community, including the infected person(s), a communicable disease policy has been adopted by Montreat College.

AIDS Policy: Upon becoming aware of a student who is infected with AIDS or ARC or possesses AIDS antibodies, he or she will be asked to submit to the following:

- Counseling
- Monitoring by medical personnel

- Disclosure of their condition to those with whom close contact is required, such as roommates (He or she will be permitted to move to a private room if one is available.)

Montreat College would strive to provide appropriate information in order to instruct staff and students regarding the nature of AIDS and Hepatitis B and transmission. Effective educational efforts and the development of a Christian outlook, well in the advance of any possible crisis situation, are the best assurance that an actual crisis will be dealt with lovingly and rationally, and without panic.

Vehicle/Parking Policies

All motor vehicles owned or operated by a Montreat College student must display a current parking permit sticker. Students may park in any designated legal parking space on campus **except** the Howerton Dining Hall lot and behind Gaither Hall, which are designated for faculty and staff only Monday through Friday 7:30 AM to 5:00 PM. **The college is not responsible for damage to a vehicle that is parked on college property.**

Jurisdiction-Administrative
Sanction-Fine of $15 to $50 to towing

Off-Campus Housing

Unless a student is twenty-one (21) years old or above, married, living with parents or legal guardian, or at least a senior in good academic standing, he/she will be required to live in one of the college's residence halls. Part-time and special students are not included in this requirement.

Tobacco Use Policy

Montreat College is committed to providing students, employees, and guests with a safe and healthy environment. Therefore, the college is a tobacco-free campus.

It is the policy of Montreat College that tobacco use is not permitted on property owned or leased by the college. At the request of the Montreat Presbyterian Church (EPC), the church's building and property are included. This policy also applies to tobacco use inside vehicles while on property owned or leased by the college. Prohibited tobacco products include, but are not limited to cigarettes, cigars, chewing tobacco, snuff and pipe tobacco.

Information on tobacco use cessation classes and educational efforts in the community is available to students and employees of the college. A resource area is located in the Health Center on the lower level of Bell Library.

Visitors will be advised of the policy by way of campus signage and announcements prior to all community events such as summer conferences, athletic events, and concerts. Guests who fail to comply will be reminded of the college policy with a request that they comply in the future.

Enforcing compliance of the tobacco free policy is the responsibility of the campus community at large. College administrators, faculty and staff are asked to remind everyone of the tobacco free policy and report violations to the Dean of Students. Campus police officers will also report policy violations.

The first time a student is observed using tobacco, a written warning of violation of the Tobacco Use Policy will be issued.

The second time an individual is observed using tobacco, a $25 fine will be assessed and 10 hours of community service will be assigned.

A third violation will result in a $50 fine, 20 hours of community service and referral to the Assistant Dean for Student Life for consideration of further disciplinary action.

Policy violations by employees will be handled through the regular supervisory disciplinary process.

Additional Town of Montreat Restrictions

1. Smoking shall be prohibited in all enclosed public places within the town of Montreat.
2. The disposal and discarding of smoking materials (including but not limited to: cigars, cigarettes, pipes, pipe tobacco, matches, lighters, lighter fluid, containers, wrappers and packaging associated therewith) is prohibited in public areas, undeveloped areas, paths, trails, sidewalks, roads, streets and any trash/garbage receptacles which are located in these areas.
3. Penalties: A fine not to exceed $100 for a first offense, $200 for a second violation within one year, $500 for additional violations within one year. To be enforced by the Town of Montreat.

Alcohol Use Policy

All students are encouraged to consider the health risks involved in alcohol use and to seek maturity and responsibility in all of their actions and behavior. This is inclusive of the choice that students, age 21 or older, make concerning alcohol use.

The North Carolina Safe Roads Act prohibits all persons under the age of 21 from purchasing, attempting to purchase, possessing or consuming alcoholic beverages. North Carolina State Law regarding alcohol states the following:

It is illegal for anyone less than 21 years of age to:
- Possess beer or unfortified wine:
Penalty - If 19 or 20 years of age, the offense will be a class 3-misdemeanor criminal offense, which is an unlawful act that has far-reaching legal consequences, in addition to a fine of $200. If 18 years of age, it will be a misdemeanor which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines.

- Purchase or attempt to purchase beer or unfortified wine:
Penalty - If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the sanction will be the same as noted above. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fine, and upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one year.

- Aid and abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) to anyone under the age of 21:
Penalty - If convicted, up to a $1000 fine and 150 hours of community service.

- Aid and abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) by anyone less than 21 years of age:
Penalty - If under 21 years of age, the offense will be a misdemeanor punishable by a fine of up to $500 or imprisonment for not more than six months or both, and upon conviction, the DMV will revoke the defendant's driver's license for one year.

- Use or attempt to use in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other.
Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

- Permit the use of one's driver's license or any other identification document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol:
Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

- Consume alcoholic beverages in any public area including city streets, sidewalks, town-maintained buildings, bus or municipal parking lots, and town recreation areas:
Penalty - If convicted, this is a misdemeanor and could result in a criminal record, court costs, and restitution by performing community service.

Possession, consumption, or being under the influence of alcoholic beverages on any Montreat College owned or leased property or during any college sponsored event or trip is prohibited, regardless of age. Being under the influence includes, but is not restricted to, offensive, disruptive, hazardous, and/or vulgar conduct during or following the consumption of an alcoholic beverage. Violation of this regulation will result in disciplinary action.

Students over the age of 21 are encouraged to use discretion and mature judgment in the event that they choose to consume alcoholic beverages. Due to the potential influence that student leaders have on fellow students, their consumption of alcoholic beverages is discouraged. However, if student leaders, age 21 or older, do choose to consume alcohol, they are expected to model responsibility and maturity.

These recommendations and regulations apply to all students, living on or off campus. Resident students are responsible for conveying these regulations to their guests while they are on the Montreat College campus. Parents of students under the age of 21 may be notified by the Assistant Dean for Student Life in the event of any alcohol or drug related disciplinary action. Educational materials, programs and counseling treatment are available through the Health and Counseling Centers.

In addition to the college sanctions listed below, students who are 19 or 20 years old and found in possession of an alcoholic beverage will be turned over to the campus police pursuant to North Carolina law [G.S. 18B-302 (I)]. (See prior section of this document for a description of North Carolina law as related to underage possession and consumption.)

Jurisdiction-Administrative
Sanction-1st Offense:
4 weeks probation, 20 hrs. community service, required assessment by college counselor, online alcohol education program
-2nd Offense:8 weeks or end of semester probation, 30 hrs .community service, required assessment by college counselor.
-3rd Offense:
40 hrs. community service, required assessment by college counselor, probation for two semesters up to dismissal

Students 21 years of age or older who are found responsible for providing an alcoholic beverage to anyone under the age of 21 will be subject to dismissal from the college. Examples of "providing" include but are not limited to the following:

a. Purchasing an alcoholic beverage for someone under the age of 21.
b. Giving an alcoholic beverage to someone under the age of 21.
c. Making an alcoholic beverage available to someone under the age of 21.

A 21-year-old or older student who has a guest under 21 that consumes an alcoholic beverage on or in his or her leased, rented or owned property will also be subject to dismissal.

Jurisdiction-Administrative
Sanction-40 hrs. community service, required assessment by college counselor, online alcohol education program, probation for two semesters up to dismissal

Possession or Use of Illegal Drugs

For health and legal reasons, possessing, consuming and/or selling illegal drugs, on or off campus, is prohibited. Possession of drug paraphernalia, as defined by North Carolina State Law, is prohibited on and off campus. Unauthorized possession, use, distribution or sale of prescription drugs is also prohibited. Educational materials, programs

and counseling treatment are available through the Health and Counseling Centers.

North Carolina State Law regarding controlled substances states the following:
- Possession-Marijuana
- Possession of less than 1 1/2 ounces of marijuana is a misdemeanor criminal offense. Conviction will result in a permanent criminal record and subject the defendant to a maximum fine of $100 and court costs. Second and subsequent convictions include imprisonment for up to 30 days and fines.

- Possession-Cocaine/Crack
- Possession of cocaine in any quantity up to 28 grams is a Class I felony punishable by imprisonment up to five years and/or fine. Possession of 28 grams, but less than 200 grams is "trafficking in cocaine" and is punishable by a minimum imprisonment of seven years, up to 15 years and a minimum fine of $50,000.

- Possession-L.S.D.
- Possession of any quantity of L.S.D. up to 100 dosage units is a Class I felony punishable by imprisonment for up to five years and/or fine.
- Possession of 100, but less than 500 dosage units of L.S.D. is "trafficking in lysergic acid diethylamide," and is punishable by a minimum seven-year imprisonment, up to 15 years and a minimum fine of $25,000.

- Possession-Methamphetamine
- Possession of any quantity of methamphetamine up to 28 grams is a Class I felony punishable by imprisonment for up to five years and/or fine.
- Possession-Drug Paraphernalia
- Possession of drug paraphernalia is a misdemeanor criminal offense punishable by imprisonment up to one year and/or fine up to $500.
- Drug paraphernalia is summarily defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing or used to facilitate injecting, ingesting, inhaling or otherwise introducing into the body, a controlled substance.
- The following are examples of drug paraphernalia. This list is not totally inclusive: scales, balances, sandwich baggies and their corners, roach clips, carburetor pipes, pipes using screens, water pipes, homemade pipes, film canisters, dilutents, bongs, sifters, syringes,

spoons, chamber pipes, and any other equipment, products or materials that can be linked directly to the usage of controlled substances.

In addition to the college sanctions listed below, students found in possession of an illegal drug will be turned over to the campus police pursuant to the appropriate North Carolina General Statute.

Jurisdiction-Administrative
Sanction-Misdemeanor: 25 hours community service, probation, for two semesters, required assessment by college counselor
Felony or 2nd Offense Misdemeanor: Dismissal

Health Risks Related to Alcohol and Illegal Drug Use

The use or abuse of alcohol and other drugs increase the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver and mouth, throat and stomach; contracting diseases such as AIDS, through the sharing of hypodermic needles; pregnancy problems including miscarriages, still births and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical or emotional injury, or death; violent behavior toward others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries, and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including dismissal; and legal problems including imprisonment. Underage alcohol consumption is a major contributing factor in the leading causes of death among persons 15-21 years old, including auto crashes, homicides, suicides and other trauma.

Weapons and Explosives

According to North Carolina Statute 14-269.2, it shall be unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, BB gun, pellet gun, air rifle, firecrackers, dynamite cartridge, bomb, grenade, mine, powerful explosive, bowie knife, dirk,

dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for institutional or school sanctioned ceremonial purposes. College policy prohibits the possession of paintball or air soft guns on college property.

Jurisdiction-Administrative
Sanction-Official warning or probation and community service to dismissal

Chapter 558, HB 1008 of the 1993 Safe Schools Legislation prohibits the possession of certain weapons on public and private educational property. Under chapter 558, a person commits a Class I felony if the person possesses a gun, rifle, pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 on educational property. It is also a Class 1 felony to aid a person under eighteen years of age to commit this offense. North Carolina's Concealed Weapons Statute continues the prohibition of any firearm on school campuses.

Jurisdiction-Administrative
Sanction-Dismissal and referral to police

Pornographic Material

The possession of pornographic material by students is prohibited; this includes videos, posters and magazines. Pornographic material on a computer or TV screen constitutes possession.

Jurisdiction-Administrative
Sanction-Warning to community service and recommended counseling

Appropriate Use Policy for Information Technology Resources

Access to computer equipment systems and networks owned or operated by Montreat College is a privilege that is granted by the College subject to certain rules, regulations and restrictions. Such access imposes certain responsibilities and obligations and is granted subject to College policies, and local, state, and federal laws. This access carries with it certain ethical responsibilities and obligations and should reflect the academic honesty, discipline, and standards of conduct appropriate for our shared community of network and computer resources. Ethical use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwanted solicitations.

Most importantly, each user of the College's technology resources is a representative of the College, in that a record of his/her user address, reflecting "montreat.edu," is left at each site that is visited or e-mailed. Accordingly, each user is expected to behave in a manner that reflects our commitment to be a community under the Lordship of Jesus Christ.

Any person who has a question about this Policy, or is concerned about a potential violation of this Policy by him/herself or by another person, is encouraged to contact the Chief Information Officer.

This Policy is applicable to all individuals who are given access to computer equipment, systems and networks owned or operated by the College, including, but not necessarily limited to, the following (whether full-time or part-time): faculty members, students, administrators and staff.

By using the College's information technology resources, each user accepts the responsibility for his/her behavior and all activities on his/her User ID and agrees as follows:

- To access only files and data that he/she owns, that are publicly available, or to which he/she has been given authorized access.
- To use only legal versions of copyrighted material in compliance with vendor license requirements, and not to make or use illegal copies of copyrighted material, store such copies on College systems, or transmit them over College networks.
- Not to use any peer-to-peer file sharing software to transfer music, photos, movies, videos, software, or any other type of material.
- To be considerate in his/her use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data or non-work related messages, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources. Users shall not:
    - Send or forward chain e-mails;
    - "Spam," that is, exploit electronic communications systems to amplify the widespread distribution of unsolicited electronic messages;
    - "Letter-bomb," that is, send an extremely large message (such as an attachment larger than 1 megabyte) or send multiple electronic messages to one or more recipients

and so interfere with the recipients' use of electronic communications systems and services; or

- Intentionally engage in other practices such as "denial of service attacks" that impede the availability of electronic communications services.

Users shall use appropriate distribution lists as follows:

- Students, Faculty, Staff, Staff-Faculty, or Staff-Faculty-Associates: Used for College business only. Appropriate members are automatically subscribed, and only Cabinet officers and appropriate personnel (defined by Cabinet) may send to these distribution lists.
- Student Activities: Used for the announcement of College-sponsored SAS student events only (such as chapels, convocations, concerts, Catacombs, department socials, etc.). SAS students and employees are automatically subscribed and may choose to unsubscribe. Any employee, Student Government officer, or club president may send to this list.
- Student Community: Used for announcements of general interest to SAS students (requests for prayer, items for sale, etc.). SAS students are automatically subscribed and may choose to unsubscribe. Any SAS student or employee may send to this list.
- Employee Community: Used for announcement of general interest to employees (requests for prayer, items for sale, birth announcements, etc.). Employees are automatically subscribed and may choose to unsubscribe. Any employee may send to this list.
- Athletic Update: Used by the Sports Information Director to distribute athletic news and scores. Subscription required.
- Alumni Update: Used by the Alumni Relations Coordinator or the President to distribute college news to alumni. Subscription required.
- @Montreat: Used by the Director of Public Information or the President to distribute college news. Subscription required.
- Parents: Used by the Director of Public Information, the Cabinet, or the President to distribute college news to families of SAS students. Subscription required.
- BOV: Used by the Vice President for Advancement or the President to distribute information to the Board of

Visitors. Subscription maintained by the Office of Advancement.
    - Trustees: Used by the President to distribute information to the Board of Trustees. Subscription maintained by the Office of the President.
    - Cabinet: Used by the Cabinet. Subscription maintained by the Office of the President.
- Not to use computer programs or other means to decode passwords or access control information. Access or modification of network security logs is explicitly forbidden.
- Not to engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Not to use mail or message services intending to harass or intimidate another person.
- Not to disclose his/her password or use another person's password.
- Not to use the College's systems for personal gain, for example, by selling access to his/her user ID or password or by performing work for profit in a manner not authorized by the College.
- As College employees, not to install or operate computer games on College-owned machines for purposes other than academic instruction.
- To abide by a) all rules, regulations, policies and procedures adopted by the College, b) all rules and regulations posted in terminal rooms, labs and printer areas, and c) all instructions given by staff members.
- Not to attempt (or assist in an attempt) to a) penetrate system security, b) cause any part of the system to become impaired or inoperable, or c) gain unauthorized access or entry to computer facilities and/or computer based data.

Enforcement and Penalties for Violations

The College considers any violation to be a serious offense. College officials reserve the right to access, examine, intercept, monitor and copy the files and/or actual terminal sessions of any user or to suspend a user's access to the system in connection with the investigation of any of the following: a) violations or suspected violations of security and/or policies, b) terminal interactions which may be contributing to poor computer performance, or c) computer malfunctions. In connection

with such investigations, users whose files or terminal sessions are affected are deemed to have acknowledged the following: that they are not entitled to any expectation of privacy with regard to their files, data or communications and that appropriate College officials and criminal enforcement agencies may be notified of the violation and provided with information and materials relating to the investigation and/or violation.

The responses for violation of this Policy will include, but not necessarily be limited to, the following:

- Notification: alerting a user to what appears to be an inadvertent violation of this policy in order to educate the user to avoid subsequent violations.
- Warning: alerting a user to the violation, with the understanding that any additional violation will result in a greater penalty.
- Loss of computer privileges: limitation or removal of computer privileges, either permanently or for a specified period of time.
- Restitution for damages: requiring reimbursement for the costs of repairs to or replacement of computer-related material, equipment, hardware, software, data and/or facilities, which reimbursement shall include, but not necessarily be limited to, the cost of additional time spent by College employees due to the violation.

In addition to the foregoing, violators would be subject to disciplinary action (which may include suspension, termination or expulsion) as may be prescribed by other rules, regulations, handbooks, procedures or policies applicable to the violator. Furthermore, the violator may be subject to civil suit or ordinances, laws, statutes or regulations of the applicable local government, the State of North Carolina, or the United States of America.

Harassment

Verbal, written, or physical abuse, persistent or annoying communications or threats directed toward any student, faculty, staff or guest is prohibited. Examples include, but are not limited to: defamatory remarks whether written, spoken or published in any form (including electronically), intimidation, stalking, humiliation, prank calls, inappropriate computer use, or abuse of any kind.

Jurisdiction-Administrative
Sanction-Warning to Dismissal

Hazing

Any type of physical (fighting) or verbal abuse, violence, punishment, humiliation or intimidation by any student toward another is prohibited. It is also understood that abusive and profane language is not permitted and will result in disciplinary action, which may include suspension from the college.

Jurisdiction-Administrative
Sanction-Warning to Dismissal

Fire Prevention and Fire Equipment

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies, as well as to the appropriate college authority.

Jurisdiction-Administrative
Sanction-Warning to Referral to Police and Suspension

NC General Statute 14-286

Giving false alarms, tampering with a fire alarm or fire detection or extinguishing equipment: Punishable by up to six (6) months imprisonment and/or a fine of $500.

NC General Statute 14-66

The act of aiding in setting fire to, burning or causing to be burned personal property of any kind: Punishable by up to ten (10) years in prison and a fine.

NC General Statute 14-60

The act or aiding in setting fire to or burning or causing to be burned any building owned by a school or college (Burned is defined by charring of any part of the building. The building does not have to be destroyed): Punishable by up to thirty (30) years in prison and a fine.

Building Rooftops

All campus building rooftops are strictly off limits to all students. Students found on rooftops for any unauthorized purpose will immediately be fined $50, payable to the Finance Office.

Jurisdiction-Administrative
Sanction-Fine

Sexual Behavior Policy

As a Christian institution, Montreat College seeks to stand for and continually encourages Biblical guidelines for sexual behavior. Premarital and extramarital intercourse and homosexual activity clearly violate God's standards and therefore are considered unacceptable behavior. Appropriate limits on public behavior should be made out of respect for others. Therefore, any display of affection should not become passionate expressions that might embarrass oneself and possibly offend others. Sitting or lying in each other's laps and prolonged hugs or kissing are examples of unacceptable behavior.

Jurisdiction-Administrative
Sanction-Warning and Recommended Counseling to Referral to Assistant Dean for Student Life for Further Action

Montreat College purposes to be supportive of its students in all aspects of college life. Counseling will be made available to any student experiencing problems regarding a pregnancy or their sexuality.

Restricted Areas

The road and area immediately behind McGregor and Anderson Halls is off limits to males at all times. Vehicle traffic is prohibited in the area behind McGregor and Anderson Halls.

The first and second floor hallways of McGregor, which lead to Anderson Hall, are off limits to all but the residents of those halls and their guests.

Jurisdiction-Administrative
Sanction-Warning to Community Service

Lake Susan

This small lake located in the center of campus is primarily a beauty spot and used for boating and fishing only. Swimming and sunbathing are not allowed at the lake. Students must also stay off the lake when it

is frozen. Students must not engage in throwing one another in the lake. Disciplinary action may be necessary in order to avoid injuries.

Jurisdiction-Administrative
Sanction-Warning to Community Service

Dress Regulations

Reasonable discretion in clothing and appearance is required of all students. Appropriate attire is recommended to show due respect for those guests visiting campus and eating in the dining hall. Students are to refrain from wearing clothing that advertises offensive products/slogans, alcoholic beverages and/or illegal drugs. By action of the faculty, Bermuda-type shorts may be worn to class, chapel, convocation, but not to a designated official college function. Caps are not to be worn by male students in chapel, convocation or to a designated college function such as commencement.

Weather permitting, students may go barefoot on campus, with the exception of classes, Gaither Hall and the Dining Hall. Bathing suits may be worn only in designated areas for swimming or sunbathing. Students are also to be discreet in their choice of clothing when entertaining guests of the opposite sex in their rooms.

Jurisdiction-Administrative
Sanction-Warning to Community Service and Counseling

Respect for College Property

Any student found responsible for vandalism (deliberate destruction of property) shall be subject to disciplinary action. In every case in which his/her parents are providing financial support, they shall be informed of the offense and the action taken. Private property and buildings on or near campus not owned or supervised by the college are off limits to students unless permission has been given from the owner.

Jurisdiction-Administrative
Sanction-Warning to Fine and Community Service

Throwing Objects

Throwing or firing from a slingshot or paintball gun any object that has the potential for causing harm to people or property will result in a minimum of a $50 fine and 25 hours of community service. If harm is caused, there would be additional disciplinary action and/or restitution depending on the seriousness of such harm. Snowball fights involving

willing participants, using soft-packed snow, not endangering property and not creating a clean-up problem for others are excluded.

Littering

Littering on the campus is not permitted. This includes cigarette butts and throwing items out of windows.

Jurisdiction-Administrative
Sanction - 1st Offense: Warning
2nd Offense: $25 fine and 10 hrs. community service
3rd Offense: $50 fine and 20 hrs. community service
Fine and community service hours doubled for each additional violation up to $200 maximum fine.

Film / Video Review

Montreat College endeavors to promote spiritual, physical, intellectual and social growth for its students. One dimension of the social and intellectual programming involves the presentation of films/videos.

A reviewing and recommending body consists of the Director of Student Activities, members of the Student Activities Committee and a Residence Director. This body carefully considers the moral, intellectual, spiritual and social impact of films/videos to be shown publicly to the student body.

The residence halls, clubs and organizations must meet these same guidelines for the appropriateness of the film/video to be presented. Students are strongly urged to carefully consider the moral, intellectual, spiritual, and social impact of any films/videos to be viewed privately on or off campus. Exemptions may be granted for R-rated films for educational purposes and upon approval by the reviewing body.

Jurisdiction-Administrative
Sanction-Warning or Community Service to Recommended Counseling

Student Organization Recognition

All student organizations must have a faculty or staff sponsor and be officially recognized by the college. The faculty must approve academic honorary societies and the President's Cabinet must recognize all other student interest groups approved by the Student Government Association.

Food Service Policies

The college is under contract with ARAMARK Management Services, Inc. for food services. All resident students are required to purchase the college dining hall food plan. ID cards are required to be shown prior to each meal. Taking utensils or cups from the dining hall without permission is considered theft.

Each student is entitled to seconds, except on certain main course items such as meats. All portions of food are on a personal consumption basis. A student is not permitted to take food or beverages from the dining hall. Students found taking food or beverages from the dining hall will be subject to disciplinary action.

Jurisdiction-Administrative
Sanction-Warning to Community Service

Students requesting a sick tray must make arrangements with the food service manager. Any questions and/or comments regarding the food service should be made directly to the food service manager or the Student Government Association.

Meal Exclusion Policy

Requests for exemption from the meal plan will be considered for life threatening food allergies documented by an allergist (MD) after testing has been performed. Certain other severe medical conditions may apply and can be evaluated in Student Health Services. ARAMARK Management Services can accommodate most special diets and will work with students and physicians to provide special requests. Hand delivered notes or orders on a physician's prescription pad will not be accepted. Required forms may be obtained in Student Health where the process for requesting exemption will begin.

Procedures for Student Grievances

A. **Academic Related Grievances**

Definition of an Academic Grievance

If an academic grievance involves a course or course grade, the grievance must be received no later than fifteen (15) business days from the date final grades were issued by the Director of Records and Registration for the course in question. A formal grievance related to a

grade may be filed only if one or both of the following conditions apply:

The student can provide information that an assigned grade was based on arbitrary or non-academic criteria.

The student can provide information that the criteria for evaluating the assignments or coursework were not applied or were misapplied, such that the assigned grade does not accurately reflect his or her fulfillment of course requirements and/or course policies as stated in the syllabus (e.g., class attendance, grade standards, penalty for late or incomplete work) and/or other applicable requirements of the college.

Process for Filing an Academic Grievance

1. A student wishing to appeal an academic decision which directly affects the student should first present the issue to the faculty member or administrator making the decision. If a grade is at issue and a grade inaccuracy is determined, the instructor will submit a grade change request to the Registrar's Office.
2. If satisfaction is not reached, the student should speak with the department chair or regional. If not satisfied, the student should submit the academic grievance in writing to the Academic Dean or designee. Such written grievance shall include statements of the grounds for the grievance, supporting information, and suggested steps to resolve the matter.
4. After careful investigation, the Academic Dean or designee may summarily dismiss the complaint if, in his or her discretion, the grounds for appeal are frivolous or do not otherwise rise to the level of a legitimate grievance.
5. If the Academic Dean or designee does not dismiss the complaint, he/she shall, within ten days of meeting (by phone or in person) with the student and faculty member, form a panel of two other uninvolved faculty members with whom the Academic Dean will review all appropriate material and make a determination on the appeal. The panel may a) recommend that the grade be changed; b) recommend that the instructor revise course and/or grading requirements and re-evaluate the grade accordingly; or c) it may dismiss the case. If the faculty member declines the recommendation (or signifies such through inaction), the student may appeal to the Vice President and Dean of Academics. The Academic

Dean shall inform the student of the outcome within ten (10) business days after the panel has met and shall also inform the Registrar's Office if a change in grade was recommended.

B. **Disciplinary Related Grievances**

1. The appeals and due process procedures for disciplinary cases are contained in the Student Government Association Constitution and are printed in the Student Handbook.
2. The Student Services Office should be contacted for assistance.

C. **Financial Aid Appeals**

Students who wish to appeal the suspension of financial aid eligibility based on mitigating circumstances (i.e., severe illness, death of a close family member, severe injury, or other traumatic experiences) may do so by submitting a letter of appeal and supporting documentation to the Director of Financial Aid within ten (10) days from the date of notification that aid has been cancelled.

All appeals must:

1. Identify the mitigating circumstances that led to SAP not being maintained.
2. Provide supporting documentation, such as statement from the doctor, death notice, etc.
3. Identify and have approved by the Academic Advisor and/or Student Success personnel, a plan to correct academic deficiencies.
4. Must be signed by the student.
5. Include the student's Montreat College identification number, or Social Security number, current address, and communication information.
6. Must be legible

The Director of Financial Aid will notify the student of the decision to reinstate or deny aid. If approved, conditions may apply. If the conditions are not satisfied, aid may be denied in a subsequent term. As described in federal regulations, all decisions at this point are final. All initial and subsequent appeals, supporting documentation and corrective plans of action must be received within ten (10) days of notice. The Financial Aid Advisory and Appeals Committee will not

review incomplete or partial appeals. All documentation is retained by the Financial Aid Office for audit purposes.

D. Student Grievances

1. Students are encouraged to submit any complaints or general grievances to Student Government with a copy to the appropriate college department head or administrator. Student Government will designate a member to follow up on the complaint and report back to the student and SGA.
2. A student wishing to appeal a decision by the college, which directly affects the student, should first appeal to the faculty member, student group or administrator making the decision.
3. In a case involving disrespectful treatment, sexual harassment, threatened harm or retaliation by any employee of the college, a formal complaint should be made with the Dean of Students. If the Dean of Students is involved in the complaint, the Dean of Academics will conduct the investigation. The Dean of Students or Dean of Academics will make every effort to investigate the complaint within seven days. The Dean of Students or Dean of Academics may involve other appropriate individuals (counselor, nurse, residence director, administrator, faculty member or staff person) in the investigation, as needed, to offer assistance or to be assigned as an advocate for the student bringing the complaint. Strong consideration will be given to protect the student's identity and to keep the matter as confidential as possible. Final action will be determined by the employee's direct supervisor in consultation with the Dean of Students or Dean of Academics.
4. If not satisfied, the student may appeal in writing within two weeks to the chair (Vice President and Dean of Students,) of a general student grievance committee.
5. A written response will be returned within seven days.
6. Final appeal may be made directly to the President of the college in writing within seven days of an action by the committee chaired by the Vice President for Student Services and Dean of Students. A written response will be returned within two weeks of the appeal.
7. Students seeking redress of their grievances are protected against any retaliation by staff, students or faculty as a result of appeal.
8. The committee includes the appointed chair, the Vice President and Dean of Students, Vice President for Academics, and the chair of the Student Judicial Appeals

Court (if not functioning, an appointed member of Student Government).

Administrative Disciplinary Procedure/Student Rights

When disciplinary cases are referred to administrative jurisdiction by college policy, Student Government policy, an individual student court or at the request of the student, the following procedures will be followed:

1. College policy and civil/criminal law violations are referred to the Assistant Dean for Student Life.
2. The Assistant Dean for Student Life or designee will present written charges to the student accused of the offense.
3. If the accused student pleads responsible to the charge, a written decision and disciplinary action will be presented, giving basic finding of fact within 24 hours and delivered to the student charged.
4. If the accused student pleads not responsible, a hearing will take place within five class days and a written decision and disciplinary action will be presented, giving basic finding of fact within 24 hours of the hearing.
5. The accused student will be informed of the information presented and has the right to present information and witnesses to support his/her own version of the facts. Witnesses that can provide information that has a direct bearing on the case are the only witnesses that may be presented in the hearing. Character witnesses may not be presented, but are invited to make written statements to be given to the hearing committee. These should be presented to the Assistant Dean for Student Life at least two days before the hearing.
6. The accused student may select any college staff other than members of the President's Cabinet and those involved in the case to assist in counsel at all hearings and appeals.
7. The student has the right to appeal the decision of the hearing committee to the Vice President for Student Services and Dean of Students within 48 hours of the decision. Appeals will be granted if they meet at least one of the following:
    a. Discovery of new information
    b. Violation of disciplinary procedure
    c. Inconsistency of sanction

    If an appeal is granted, the Vice President may do one of the following:

a. Return the case to the original hearing committee
b. Refer the case to a new hearing committee
c. Overturn the action of the original hearing committee

Sanctions

1. ***Alcohol Education Course***
   An on-line alcohol education course will be required of all students found responsible for any alcohol related college policy violation.
2. ***Official Reprimand***
   The official reprimand is a written notification to a student indicating that he/she has been found responsible for a violation and that any other violations of college regulations for which the student is found responsible will result in a more severe disciplinary action. In addition, if the student does not meet any special stipulations associated with the sanction, further action may be taken, up to suspension. The official reprimand normally remains in effect for one full academic year.
3. ***Community Service Hours***
   Community service hours are intended to benefit the individual and the community. If the student does not complete the assigned community service hours by the required date, further action may be taken, up to suspension.
4. ***Referral for Counseling or Assessment***
   If, in the opinion of the hearing body or officials of the college, a student's involvement in a disciplinary situation will be best served by counseling, the student may be required to attend counseling sessions with a member of the Montreat College Counseling Center
5. ***Reimbursement***
   Damage to person or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.
6. ***Disciplinary Probation***
   A probationary status is imposed for a specific period of time. If the student does not meet any special stipulations associated with the probationary standing or if he/she is found responsible for violating any other rule, regulation or law, he/she may be suspended from the college.
   While on disciplinary probation, students may not represent the college in any capacity (athletic teams, choir performances, play productions, mission trips, etc.). Exceptions may be granted for academic course required activities.
7. ***Loss of Housing Privileges***
   A student may lose his/her privilege of residing in college housing as part of an imposed sanction. If the student does not

meet any special stipulations associated with the sanction, further action may be taken, up to suspension.

8. ***Disciplinary Suspension***
   The removal of a student from the college which permits the student to return after a specified period of time. The suspended student must vacate the campus within twenty-four (24) hours of the final decision. Immediate removal from campus may be required in situations of potential harm, threat or other risks of disruption. While a student is suspended, he/she is not to return to the campus, grounds, programs, facilities, and activities of the college without written permission from the Assistant Dean for Student Life. If the student returns to campus without written permission during the time period for which he/she is suspended, his/her eligibility to return to Montreat College in the future may be threatened.

Academic Integrity Policy

A. **Definition of Academic Dishonesty**
   Academic dishonesty, such as cheating on tests and plagiarizing essays, violates the fundamental trust underlying all academic work: that the work be the product of the student who submitted it. Montreat College defines academic dishonesty as the representation of another's words, ideas or images as one's own. It applies equally to intentional and unintentional quotations, paraphrases, visual images, auditory images and all electronic means of storage and communication. When academic dishonesty occurs, these procedures will be followed:

B. **Discipline of Academic Dishonesty**
   When a professor suspects a student of academic dishonesty, the professor will meet with the student(s) to discuss the incident and to determine to the faculty member's satisfaction whether or not academic dishonesty has occurred. If, in the instructor's judgment, such a violation of academic integrity has occurred, the faculty member will present the charges in writing to the student. The only possible disciplinary actions are, (1) a "zero" for the assignment or (2) an "F" for the course. A student may choose to admit his or her responsibility for academic dishonesty and waive a hearing. This involves signing the Academic Dishonesty Notice outlining the disciplinary action. The Academic Dishonesty Notice will then be put on file in the Office of Records and Registration. Record(s) regarding academic dishonesty will be retained. The Academic Affairs Office will also notify the Dean of

Students who will determine if the case is a violation of the Honor Code and if disciplinary probation is warranted. A student who does not agree to the professor's charges must appear before a panel of three faculty members appointed by the Senior Vice President and Provost or designee on charges of academic dishonesty. During the intervening period, a student is expected to continue to attend class.

The panel will convene a hearing with the student and the professor at which the faculty member will explain the student's alleged violation. A student may choose to counter with information regarding her or his innocence or may admit responsibility.

C. **Punishment of Academic Dishonesty**

If the panel indicates, by simple majority vote, that the student has been dishonest, the panel shall uphold the penalty assessed by the professor. The Assistant Academic Dean or designee will notify the student, professor, advisor and registrar in writing of the panel's decision. If the student received a failing grade for the course, the student may remove the impact of the "F" on the grade point average by successfully retaking the course. Two incidents of academic dishonesty will result in a student's being subject to immediate dismissal from the college. The student will not be eligible to reapply to Montreat College for at least two (2) years after dismissal. If the panel finds the student not responsible for academic dishonesty, it will notify both the student and the faculty member.

If a student receives a zero for the assignment and wishes to drop the course within the time frame for dropping without penalty, he or she may do so, but the Academic Dishonesty Notice will be kept on file if the student has admitted or been found responsible for academic dishonesty. If the student has been given a zero for the assignment due to academic dishonesty and wishes to drop the course, but the time has passed for dropping without penalty, the student will have "WF" recorded on the transcript. A student receiving an "F" for the course as a result of academic dishonesty is not permitted to withdraw from the course; rather, the "F" is recorded on the transcript. In all instances, the record(s) regarding academic dishonesty will be retained until the student graduates.

D. **Exoneration of Academic Dishonesty**
If exonerating information becomes available in the five business days following notification, a student may appeal to the Vice President and Dean of Academics. Appeals will be heard only if they meet one of the following conditions: (a) discovery of new information; (b) violation of procedure. A student must remain in the class and work toward its successful completion during the appeal process. The student will be notified in writing of the final decision.

Class Attendance

Students shall be responsible for adhering to the attendance policy established by the instructor. Students anticipating participation in a planned field trip or co-curricular activity, including athletic events, shall check at the beginning of the semester to make sure that their participation will not violate the attendance policies established in the courses to be taken that semester. In cases where serious conflict arises, the student shall either adjust the involvement in the trip or activity or modify the selection of courses for that semester.

Students are responsible for notifying and seeking approval from the instructor whose classes will be missed due to an authorized co-curricular activity or field trip. A student's absence due to an approved out-of-class activity shall not be considered authorized unless 1) the absence is in fact a result of participation in the approved out-of-class activity; 2) the student has notified the faculty member whose class will be missed before the date of the anticipated absence and has arranged to make up any missed work; 3) the student is absent only for the dates originally approved. Additional absences shall not be considered acceptable.

The student must notify the instructor before the class occurs and make arrangements to make up missed work. Such arrangements may include additional assignments in lieu of class attendance. It is the discretion of the instructor to allow or disallow the student to make up a quiz, examination, or other assignment missed because of student absence. The instructor's policy on the taking of quizzes or examinations (or similar class activity) shall not directly penalize a student who missed a quiz or examination due to an authorized class absence. The instructor may permit a student to make up such a quiz or examination or may not allow such a makeup; if the instructor will not allow such a makeup, another appropriate assignment or evaluation shall be substituted. Yet the instructor shall not directly penalize a

student for the absence itself, as long as the student has met the three conditions stated above.

If the instructor has a prior requirement for students on the day which the student was planning to miss (e.g. a special visiting lecturer or a field trip), then the requirement established by the instructor for that class will take precedence over the authorized class absence. In a case such as this, it is the responsibility of the instructor whose class would be missed, upon notice from the student of the dilemma, to confer with the other faculty or staff member about the conflict. The two shall arrive at a mutually agreeable solution about whether the student shall be permitted to miss class. If an agreement cannot be reached, then the case will be referred to the Vice President and Dean of Academics for his/her decision.

When, in the judgment of the instructor, the student is performing so poorly in class or the nature of the class session is such that the student will be put at risk by the absence, the instructor is encouraged to discuss this judgment with the student and with the other faculty member or staff member in charge of the trip or activity. Such a discussion would be undertaken in order to inform the latter individuals of the nature of the risk and to attempt to arrive at a mutually agreeable decision about which event the student should attend. The final decision for administering the class attendance policy, however, resides with the faculty member whose class is missed.

Excessive Absence Policy

Students at Montreat College are expected to be in regular class attendance. Professors will contact students whenever excessive absences occur. In cases where students do not adhere to the attendance policies established by their professors and class performance is therefore in jeopardy, the following procedures will occur:

1. When a student has been absent (unexcused) three times consecutively in a Monday, Wednesday, Friday class or two times consecutively (unexcused) in a Tuesday, Thursday class, the professor will notify the Director of Student Success and the student's advisor.
2. The Director of Student Success and the advisor will be in contact with the student to determine the cause of the absence. As appropriate, referrals will then be made to other campus

personnel (Residence Directors, Counselor, Nurse, Dean of Students, etc.)

3. If the student persists in non-class attendance, the professor will refer the student to the Academic Dean. The Academic Dean or designee will confer with the student. The student's parents may be notified in accordance with the FERPA policies of the college. Notification of non-class attendance must also be made to the Office of Records and Registration.
4. If the pattern of non-class attendance continues in a majority of the student's classes, the student may be subject to administrative withdrawal from the college.

Student Health Services Policy on Student Illness, Class Absences and Athletic Absences

It is the policy of the Student Health Services Office to provide written documentation of a student's visit to the Health Services Office upon request of the student. The Health Services Office does not issue written medical excuses to students for absences from class or athletic events. Students are required to get any written medical excuse from their physician and are to provide faculty with such documentation. In extreme cases, the Health Services nurse may issue a recommendation that a student be placed on bed rest (temperature over 100 degrees, persistent vomiting, persistent diarrhea, migraine headache, strong suspicion of a communicable disease). In such a case, it is still the student's responsibility to talk with his/her professor to receive instructions as to making up missed classes, assignments, or exams.

If the Health Services Office sends a resident or day student home due to a severe illness, the Health Services Office will provide that information to faculty/staff through the email system or through written documentation to the Academic Dean.

Student Responsibilities:

1. The student experiencing an illness will come to the Health Services Office during normal office hours for evaluation.
2. The student will contact involved faculty members to notify them of illness.
3. If the student's illness requires him/her to see a physician, the Health Services Office personnel will make an appointment for the student or counsel the student to go to Urgent Care or their own personal physician.

4. The student is responsible for obtaining any written excuse from a physician, and for bringing it by the Health Services Office for the nurse.
5. In the case of athletes experiencing illness, unless the student is placed on bed rest, the student is still expected to attend practices/games/scrimmages.

Students are not to call and request documentation from the Health Services Office for illnesses. Students must come by the office to be evaluated by the Health Services nurse. Documentation will not be given for illnesses on any day other than the one in which the student sees the nurse

RESIDENCE LIFE

Welcome! From the Residence Life Staff

We're glad that you are here at Montreat College. Whether you are just starting your education, transferring from another school or continuing your education, the Residence Life staff wants you to feel at home.

Our Commitment

The goal of our residence life program is to be known for one defining characteristic - that each of us would have a servant's heart toward others.

"As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the peace through the bond of peace...Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by cunning and craftiness of men in their deceitful scheming. Instead, speaking the truth in love, we will in all things, grow up into Him, who is the Head, that is, Christ. From Him, the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."

Ephesians 4:1-3, 14-16

Residence Life Staff

To assist residents in developing healthy self-governance, the college provides each residence hall with a residence director (RD), along with several resident assistants (RAs). The residence director lives in an apartment on the first floor of each residence hall. His/her selection is based on qualifications that include a model of Christian character, an ability to administer organizational programs and a pronounced interest in working with college students.

Each residence director is responsible for managing the overall operations of the residence hall, developing and supporting their staff, acting as a liaison between residents and the Student Services staff and organizing his/her educational and social programs in the hall.

Resident assistants are selected to work with residents on each floor in the residence hall. They have the meaningful challenge of helping to involve fellow students in a variety of activities and experiences that are designed to make residence living more conducive to healthy

growth and development. They are selected on the basis of Christian character, ability to manage their own affairs while helping to organize the affairs of the residence hall and a demonstrated rapport with fellow students. Resident assistants are available to help residents with personal problems and to offer guidance and support.

Living together always carries a number of responsibilities. Over the years, the Residence Life staff and Montreat College students have found the following procedures to be the best way of providing a quality living community.

Issuance of Keys

Each resident is given a key to his/her room when he/she moves in. To receive a key, the resident must acknowledge the receipt of the key in writing by signing of the room inventory, acknowledging receipt of the residence hall keys. Keys are the property of the college and must be returned when students move out of their rooms. Failure to return the room key, or loss of the key, will result in a charge of up to $30 to replace the key and/or lock and $50 for exterior door keys.

Residents are encouraged to keep their doors locked at all times when they are away from their rooms. The college is not responsible for the loss or theft of residents' personal belongings.

Residence Life staff reserve the right to charge a $5 fine for unlocking residents' rooms with the master key.

Room Furnishings

All residence halls are furnished with single beds, chairs, desks, dressers, desktop shelves, a bookshelf and clothes closets. Each student must provide his/her own wastebaskets, linens, blankets and pillows. Some students find it desirable to also bring a bookcase and a study lamp. Blinds are provided in each room. Room furniture may not be disassembled or removed from student rooms. This includes moving furniture to different rooms.

Window dimensions are:
ANDERSON HALL
width 97" x height 57"
McGREGOR HALL
width 74" x height 62"

DAVIS HALL
width 80" x height 67"
HOWERTON HALL
width 68" x height 61"

Official Breaks of the College

Students are encouraged to check the college calendar regarding the date and time to arrive on campus at the beginning of the fall and spring semesters. There will be a $50 charge per day if a student arrives early without prior permission. Keys for rooms will not be issued prior to the official opening of the residence halls.

There are several official college breaks when the residence halls are closed. Prior to the beginning of these breaks, the Assistant Dean for Residence Life will set a date and time when the residence halls must be vacated. The official college breaks are: fall mid-term break, Thanksgiving break, Christmas break, Easter break and spring mid-term break.

During official college breaks, all students must follow appropriate checkout procedures as posted by the staff. A $10 fine may be imposed for any improper checkout, and a $50 fine will be charged for each day a student is in a building between the official opening and closing times. Personal items may remain in the rooms, but all residents must vacate the building. Only residents with official permission may stay on campus during breaks.

Private Rooms

Private rooms will cost $1044 per semester above the normal rate for a regular room. A private room is available only on the basis that such rooms exist after all students have been housed. In order to insure private room status, the appropriate form must be filed in the Residence Life Office. These forms are available on request at the end of the fall semester and at room selection at the end of the spring semester. Freshmen are not initially assigned private rooms.

Room Changes / Consolidation

If during the first week of classes of the fall semester a student is without a roommate or loses his/her roommate and there are other students who are without roommates, the remaining students will be asked to consolidate or they will be charged the private room rate. This

creates a standard of equity for those students who are paying the private room fee. Every effort will be made to ensure fairness and equity in the housing process.

Any student in the above mentioned circumstances must pursue one of the following options: 1) consolidate with another student that is without a roommate; or 2) insure their private room status through paying the private room rate. The residence director of each building will provide a list of students needing roommates. Students must make appropriate arrangements in a timely manner or they will be charged a private room fee.

Before students are allowed to change rooms or roommates, every effort will be made to find a workable solution. The proper process is for students to contact their RA/RD for assistance. All room changes must be approved through the Office of Residence Life. Room Change Request forms are available from the RD. If a student makes an unauthorized room change, the student will be charged a $50 administrative charge and possibly face disciplinary action.

Renter's Insurance

Some students' valuables and belongings are covered for loss and theft by their families' homeowner's insurance policy. It is advised that each student inquire as to whether he/she is covered by such a policy. If not, it is highly recommended that a "renter's insurance policy" be purchased through a local insurance company. The college's insurance does not cover loss due to fire, theft, etc.

Room Decorations

Realizing that residence hall rooms represent the home of the student during his/her stay at the college, students should decorate their rooms in a manner according to the Christian community in which we live. Examples of unacceptable room decorations would include offensive pictures or objects, pictures of illegal drugs or alcoholic beverages, street signs or empty alcoholic beverage containers. With such violations, the residence director will issue a warning for the removal of the material. At that time, the student must remove the material or issue an appeal to the Assistant Dean for Student Life.

Jurisdiction-Administrative
Sanction-Warning to Community Service

Alcoholic Beverage Containers

Empty alcoholic beverage containers are not permitted in residence hall rooms or common areas.

Jurisdiction-Administrative
Sanction-Community Service

Loft Policy

Residence hall furniture may be lofted according to designs provided by the manufacturer only.

Jurisdiction-Administrative
Sanction-$50 fine plus any damage costs

Inventory Checklist

The residents of each room will sign an inventory checklist immediately after moving into their room. Any damage or missing furniture not indicated on this form will be charged to the room occupants at the room change or final checkout. Rooms must be left clean and checkout procedures followed when students check out. Failure to do so will result in a fine of $50 for improper checkout plus possibly additional fines for cleaning and damages.

Jurisdiction-Administrative
Sanction-Fine

Residence Hall Checkout Procedures

Each student must complete a checkout process prior to leaving his or her residence hall room. Failure to complete the checkout procedure will result in a $50 fine. Checkout consists of cleaning the room and cataloging any damages incurred by the resident. Students will be charged for any damages as well as failure to clean appropriately.

Students are expected to leave the residence halls 24 hours after their last exam. Halls officially close at 5:00 PM the day of the last exam. Any student staying past that time without appropriate permission will be fined $50 a day. Any student involved in graduation may stay, without charge, until 5:00 PM graduation day.

To **Check Out:**

1. Each resident, including graduating seniors, must schedule an appointment with their Residence Director or RA at least

24 hours before checking out. Sign-up sheets will be posted beginning the last day of classes.

2. Prepare room for checkout by removing all stickers, posters and adhesive particles from doors, walls, windows, and furnishings. Rearrange room furniture so that beds are returned to their original location and dressers are not stacked. All personal belongings must be removed from the room prior to being checked out. Sweep or vacuum room, dust furniture and place all trash in proper receptacles.
3. All damage to common areas will be charged to those individuals responsible for damage. If the responsible individuals cannot be determined, then the damages may be charged to the residents of the hall.
4. All outstanding damages and fines will be charged to residents' accounts.
5. Roommates should discuss prior to checking out who is responsible for any damages. Otherwise, the damages will be divided between the roommates. If one roommate is already checked out and the damage was not discovered, the charge will be split between roommates.
6. Report to the residence director's apartment or RA's room at the time of the scheduled checkout appointment. Please be prompt and ready to be checked out. The residence director or RA will inspect the room, collect the key, complete necessary paperwork and make charges for any damages to the room or common area.

Important Notes:

1. Students will not be allowed access to their rooms once they have checked out.
2. Any student who fails to complete all of the checkout procedures will be fined $50.
3. Students who stay in the residence halls past their time to check out will be charged the summer conference rate per day.
4. Failure to return the room key at the time of checkout will result in a lock replacement charge.
5. Summer storage will not be available in the residence halls.
6. Collection boxes for clothes and other items will be placed in the residence hall lobby the week prior to closing the building for donation to those who have need.

Please note that if large items such as personal furniture and carpets are not removed from campus, the resident will be charged the cost of removal.

Jurisdiction-Administrative
Sanction-Fine

Room Cleanliness

Periodic room inspections will be held to meet the expectations of the Health Department of North Carolina. Food stored in a room should be kept in a tightly closed container in order to keep insects and other pests out of the building. Room checks will be done by the Residence Life staff prior to official college breaks.

Room Damage and Misuse of College Property

Students will be responsible for the condition of their room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc. Do not place posters on the walls with nails, glue or double stick foam. Putty and masking tape may be used. No nails are to be driven in the walls or woodwork for any reason. Screens are not to be removed. Do not write or draw on college property. No furniture may be disassembled or moved out of the residence hall rooms. Charges for loss or damage to communications wiring, furniture or equipment will be assessed to the students of that room or suite. Any damage or removal of lobby or any common area furniture will result in a fine and disciplinary action.

Jurisdiction-Administrative
Sanction-Fine to Dismissal from Residence Hall

Room Entry, Search and Seizure

Recognizing that the room of each student represents his/her home, the college consistently strives to respect the element of privacy. Under certain circumstances, however, it is necessary for Montreat College staff or designee to enter a student's room. These circumstances are as follows:

1. Regular maintenance, safety, and health inspections.
2. With reasonable suspicion, college officials may search a room of any resident student. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bath or suite and seizure of illegal goods or stolen

property. The Residence Director must be present to supervise the search of any student's room. An effort will be made to contact the individual before proceeding into the student's room. At that time, a receipt for any materials taken will be given.

3. Emergencies, with no search warrant or notice given, such as:
   a) incident to and following a lawful arrest
   b) for and in pursuit of a fleeing dangerous criminal suspect
   c) under urgent necessity (i.e. persistent loud screaming, medical emergencies)
   d) necessary to prevent loss or destruction of an item to be seized

Telephones and Television

Each residence hall room is equipped with basic cable TV, Internet connection and local phone connections at no additional cost. The student must provide a personal phone. In order to keep phone lines available for incoming calls, students may not connect to a computer on-line service through the phone line.

Please use care, consideration and judgment in regulating the residence hall lobby television. Rated "R" movies are not to be shown for public viewing in the lobby. Satellite-type TV dish connections are not permitted in any residence hall.

Jurisdiction-Administrative
Sanction-warning to $50 fine

Bulletin Boards

The Residence Director has the responsibility of determining what items are appropriate to be placed on the residence hall bulletin boards. All posted materials must be placed on bulletin boards only. Walls, windows, doors, etc. are off limits.

Residence Hall Tobacco Use Policy

The use of tobacco products is not permitted in any college building.

Jurisdiction-Administrative
Sanction- 1st offense: $25 fine and 10 hours community service
2nd offense: $30 fine and 20 hours community service
3rd offense: $60 fine and 40 hours community service
Fine and community service doubles with each additional offense.

Pets

In accordance with Health Department restrictions, pets of all descriptions are prohibited from the residence halls, except fish in a maximum 10-gallon aquarium.

Jurisdiction-Administrative
Sanction-Warning and Removal of Pet to Community Service, possible restitution for damages and/or cleaning.

Quiet Hours

In order to create an environment within the residence halls which is conducive to rest and academic growth , the residence halls are to be reasonably quiet at all times, and especially every night from 11 p.m. to 8 a.m. Twenty-four hour quiet hours begin at 11:00 p.m. the evening prior to reading day and continue through exams.

Jurisdiction-Administrative
Sanction-Warning to Community Service

Kitchens

McGregor and Anderson Halls contain kitchens that may be used by the residents. All residents who use these facilities are expected to clean up after using them.

Locking Up

For the safety and protection of the students, the residence halls will be locked at all times. Campus police make periodic safety checks on hall doors throughout each night. Residents of the building may not open a locked exterior door for anyone other than guests they are hosting in the lobby or for visitation.

Fire Safety

Each residence hall will hold fire drills on a periodic basis. Evacuation routes are posted in a central location on each residence hall floor. Each floor is equipped with a fire extinguisher. Any type of open flame is prohibited. Burning items such as incense is included. Possession or use of candles and open coil heaters is not permitted in the residence halls. Possession and use of halogen-type lights on campus is not permitted in any residence hall room. North Carolina State Fire Code prohibits use of extension cords. Only multiple outlet, thermal protected power strips are permitted in residence hall rooms.

The college reserves the right to prohibit the possession and use of any item that may present a fire or safety hazard.

Jurisdiction-Administrative
Sanction-Warning to removal from residence hall.
Failure to respond to a fire alarm will result in a $50 fine.

Fire Prevention and Fire Equipment

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies as well as to the appropriate college authority.

Jurisdiction-Administrative
Sanction-Warning to Referral to Police and suspension.

Hall Meetings

Periodically, each residence hall will have meetings regarding the expectations and needs of their residence hall as a community. Examples of such topics to be covered in a hall meeting would include planning hall activities, the election of representatives, and various educational events. Up to two required meetings may be called, with a three-day notice, per semester. Students who fail to attend without prior approval will be fined $10. Additional mandatory meetings may be scheduled by the Assistant Dean for Residence Life if deemed in the best interest of the residence hall community.

Jurisdiction-Administrative
Sanction-Fine

Visitation

The college has the responsibility to provide for the safety of those living in the residence halls and security of their personal property. We also realize the residence halls are students' homes away from home, entitling them to a degree of privacy. In an effort to create a balance between safety and privacy for the entire community, we have adopted the following guidelines for visitation events.

Each residence hall may have up to six evening visitation events each week and one event on Sunday afternoons for guests of the opposite sex. Visitation is not permitted on Wednesday evenings in any of the residence halls. Wednesday evenings are reserved for individual residence hall community activities and programs. The following conditions must be met:

1. Visitation days and hours are determined each fall semester for the academic year. There must be a ¾ approval through a secret ballot vote by residents in order to change the days and hours in effect the prior spring semester.
2. The total visitation hours may not exceed 33 per residence hall per week and must be held between 6 p.m. and 11 p.m. evenings and 2 p.m. and 5 p.m. Sundays except in upper-class housing (see Upperclass Visitation). There must be someone manning the desk in Anderson Hall in order to conduct visitation. Visitors must call the host's room to see if the resident is accepting visitors. Visitors must be escorted by the resident host at all times when in the residence halls.
3. Guests must sign in at the lobby desk. When any guests leave the residence hall, they must sign out and note the time of departure. ALL guests must be escorted to the point of checkout. The signing in process includes listing first and last names as well as the room in which the guest(s) will be visiting. Hosts are responsible for the actions of non-student guests throughout their visit.
4. Each visitor will enter and leave by the front first floor lobby door.
5. Lobby restrooms are available off each residence hall lobby except McGregor. Guests of the opposite sex may not use hall bathrooms in Davis. Suitemates in Howerton and McGregor will decide if opposite sex guests may use their shared bathroom. Roommates with a private bath will decide if guests of the opposite sex may use their bathroom.
6. Excess noise will be monitored by residence hall staff and all residents and guests must comply with any request to reduce the noise level. A second request will result in discontinuation of visitation rights that day for residents and guests involved.
7. Doors must be kept open at approximately 45 degrees when a guest of the opposite sex is present. Residence Life staff monitors hallways to insure safety and policy compliance. Staff members reserve the right to enter any room that creates a reasonable level of concern. Staff members will knock and request permission to enter unless there is reasonable

suspicion that someone is in danger or a college policy or law is being violated.

8. Residents are encouraged to be sensitive and considerate of their roommates when considering participation in visitation.
9. Residents are not permitted to have guests of the opposite sex in their rooms other than during an approved visitation event.
10. For security reasons, students are not permitted to open the lobby door for a non-student unless the student is the designated host of the non-student. Non-students must be escorted into the residence hall by a student host.

Jurisdiction-Residence hall staff and Assistant Dean for Student Life
Sanction-Fine and loss of visitation rights
to referral to Assistant Dean for Student Life for further action.

Visiting in Residence Hall Lobbies

The lobbies in the residence halls are available for guests of the opposite sex from 8 a.m. to 12 midnight Sunday through Thursday, 8 a.m. to 2 a.m. Friday, and 10 a.m. to 2 a.m. Saturday. For a member of the opposite sex to visit in the residence hall lobbies, the guest must have a resident of that hall with him or her. This policy allows for study, watching TV, etc.

Jurisdiction-Administrative
Sanction-Warning to Community Service

Overnight Guest Policy

All guests who stay in the residence halls after closing must register with the Residence Director and/or Resident Assistant. If the guest has a car, it should be registered with Student Services as well. The resident student is responsible for his/her guest as long as he/she is staying with the student. Only overnight guests of the same sex are permitted. Any student who houses a guest and fails to have him/her register is subject to sanctions. All guests must conduct themselves in accordance with the college regulations. Additional information on overnight guests is available in the Office of Residence Life.

Jurisdiction-Administrative
Sanction-Warning to community service for Montreat
College students-warning to referral to police for guests

Emergencies

All students are expected to make sure someone in the residence hall is notified when away from campus. Letting a friend or roommate know where you will be when off campus and when you plan to return allows the Resident Assistant to reach you in case of emergency.

Upperclass Housing

(Howerton and Davis first floors and all of McGregor Hall and Kentucky Road Apartments)
Qualifications: In order to be considered for upper-class housing, one must be at least a junior in total earned credit hours. Hours must be earned following high school graduation. Applications for exceptions are considered.

Upperclass Visitation: Individual residence hall communities may request additional visitation hours for upper-class housing. Proposals should be unanimous and must be submitted to the Assistant Dean for Residence Life.

Kentucky Road Apartments: Upperclass Restrictions and separate policies can be found in the Office of Residence Life.

For security reasons, students are not permitted to open the lobby doors for a non-student unless the student is the designated host of the non-student.

The Residence Life staff hopes that student experiences in the residence halls will be founded in faith, demonstrated in love, bound in peace and evidenced in growth.